



# Daily dance hall permit application

Name of event (i.e. Dance Party USA) \_\_\_\_\_

DBA name \_\_\_\_\_ Applicant's name \_\_\_\_\_

Managing officer, sole owner, partner or corporate officer

Applicant's e-mail address \_\_\_\_\_ Applicant's phone number \_\_\_\_\_

## **Complete the following based on where the event will be held**

Date(s) of event \_\_\_\_\_ Time(s) of event \_\_\_\_\_

Location \_\_\_\_\_

Street address

Zip code

Names and phone numbers of two people who will be onsite managing this event

\_\_\_\_\_/\_\_\_\_\_

Property owner \_\_\_\_\_ Owner's day phone \_\_\_\_\_

Will an entry fee, admission charge, door charge, ticket sales or donations be taken to attend the event? ☐ yes ☐ no

Will alcohol be served or allowed on the premises during the event? ☐ yes ☐ no

This event will be a ☐ public event ☐ private event (invitation only) **Number of attendees expected each day** \_\_\_\_\_

What this event be held for persons primarily under the age of 21? ☐ yes ☐ no

List all to be provided ☐ band (see #7 on page 3) ☐ DJ (see #7 on page 3) ☐ food (see #6 on page 2)

☐ tent (see #5 on page 2) ☐ street closing (see #10 on page 3)

Location of event ☐ indoors ☐ outdoors ☐ public park (see #11 on page 3) ☐ other \_\_\_\_\_

If event will be held outdoors, list the type of barricade that will be used to enclose the event ☐ plastic snow fence

☐ chain link ☐ wood barricade ☐ steel bike racks ☐ other \_\_\_\_\_

**Security requirements (see #13 on page 2)** security will be: ☐ armed ☐ unarmed Number of officers onsite \_\_\_\_\_

Security company \_\_\_\_\_ Phone \_\_\_\_\_

If the event will be held outdoors, list the number of porta-potties that will be onsite during the event \_\_\_\_\_

## **THE FOLLOWING CONTINGENCY ITEMS MUST BE SUBMITTED TO RECEIVE A DANCE HALL PERMIT**

☐ For outdoor events, you must apply for a "KCMO Outdoor Event Permit" and have a "PENDING" status ([visit www.kceventhub.org](http://www.kceventhub.org) for more information)

☐ \$15 permit fee

☐ Letter from the property owner approving the event

☐ Contract between caterer and event sponsor outlining the terms of the event

☐ Detailed diagram of the layout of the premises (see #3 on page two for more information)

## **FOR AN EVENT WITHOUT A KCMO OUTDOOR EVENT PERMIT APPLICATION WITH PENDING STATUS (via [kceventhub.org](http://www.kceventhub.org)), AN APPLICANT MUST SUBMIT THE FOLLOWING:**

☐ Security Provider Contract outlining the details of security to be provided during the event

☐ Fire Department clearance where the event will be held (see #5 on page two for more information)

☐ Health Permit or temporary permit for the event site (see #6 on page two for more detailed information)

☐ Noise Permit – outdoor events only (see #6 on page three for more information)

☐ Street Closure Permit (see #10 on page three for more information)

☐ Temporary Use Permit (see #12 on page three for more information)

☐ Certificate of occupancy or occupant load certificate – ***ONLY if requested*** (see #8 & #9 for information)

☐ Parks & Recreation Approval Letter allowing park access (see #11 on page three for more information)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, \_\_\_\_\_, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Managing officer, sole owner, partner or corporate officer

\_\_\_\_\_  
Date

----- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** -----

[ ] Number of attendees will be more than 1,000 – This application has been emailed to the fire marshal & medical director

This application is hereby [ ] approved [ ] disapproved \_\_\_\_\_ Date \_\_\_\_\_

**Additional requirements and policies governing events**

1. If the application is denied, you may appeal the denial. For more information please **section 12-147** in the code of ordinances.
2. **Barriers** – A description must be included which describes the type(s) of barrier(s) that will be used to enclose the event controlled area.
3. **Diagram** – The diagram must show all of the outdoor seating (if any), the location of porta-potties, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event.
4. **Security** – An indication of what security measures will be taken for crowd control must be submitted. For every 100 people projected to be at the event, two armed security officers or police officers must be present.
5. **Fire Permit/Place of Assembly Permit** – A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave, (816) 784-9100. **Sec 10-105(a)(3)(c)**
6. **Health Permit** – A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**. A health permit is required under the following circumstances:
  - a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
  - b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
  - c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
  - d. If an existing restaurant-bar is catering alcohol & food onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
7. **Noise Permit** –Outdoor Events – If live music will be performed, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**
8. **Certificate of Occupancy** – A copy of the certificate of occupancy for the premises hosting the event must be submitted from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
9. **Occupant load certificate** - A copy of the occupant load certificate which states the interior occupant capacity of the p must be submitted from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
10. **Street closure** – If a public street will be blocked off for the event, a permit for a street closure must be obtained from the KCMO Public Works Department.
11. If the event is to be held in a public park, you will need to receive authorization from the Board of Parks and Recreation Commissioners – 4600 E 63<sup>rd</sup> Street, (816) 513-7500
12. **Temporary Use Permit** – Before submitting an application, contact the City Planning and Development Department to receive a **Temporary Use Permit** to operate at your proposed location as this is a requirement for all outdoor concerts, festivals, carnivals, street fairs & rodeos – **City Planning and Development Department** in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
13. As required by **section 34-369** of the Code of Ordinances of the City of Kansas City, Mo., all medical staff is required to have current clinical privileges from the office of the EMS Medical Director. For more information, please call (816) 513-6263 or visit them at 2440 Troost Ave., suite 4200, Kansas City, MO 64108.